

## Water Plan Steering Committee GROUP CHARTER

### **Mission:**

The Water Plan Steering Committee will build on the strategic planning framework, recommendations, and content developed for *Water Plan Update 2005*, as informed by the public Advisory Committee, Regional Workshops & Forums, Statewide Water Analysis Network, federal agencies, and tribal governments. This work includes tracking and reporting progress on action plan items associated with *Update 2005's* 14 recommendations. The next Water Plan Update will derive from the following key activities:

1. Review and revise as needed the vision, mission, and goals of the Water Plan, and update its initiatives, recommendations, and actions. This includes addressing “AC Parking Lot” topics from *Update 2005*, updating the Water Plan stakeholder/customer survey, and incorporating issues and initiatives from Steering Committee members.
2. Develop multiple scenarios of future California water conditions, and use them to evaluate different combinations of resource management strategies for a range of water demand and supply assumptions.
3. Develop climate change scenarios to evaluate impacts on California’s water resources and water systems, and to recommend statewide and regional adaptation strategies.
4. Update the Regional Reports for the 10 Hydrologic Regions, and for the Sacramento-San Joaquin Delta and Mountain Counties as areas of special concern. Use information gained through the regional outreach process to describe critical issues, initiatives, and the effectiveness of regional planning efforts.
5. Update the 25 Resource Management Strategies.
6. Estimate and present actual water uses, supplies, and quality (Water Portfolios) for water years 1998 through 2005. Improve methods for representing consumptive and non-consumptive environmental water uses, and where reuse of water is occurring.
7. Improve information exchange, conceptual models, and analytical tools.

### **Importance:**

The Water Plan Update calls for comprehensive and integrated regional management of California’s water resources. To advance State government’s leadership and role in the water community and to promote the *Water Plan's* framework, recommendations, and strategies, the State needs to better incorporate water issues, initiatives, and information from other State agencies in the Water Plan Update.

The Water Plan Steering Committee, comprised of representatives from 17 State government agencies, is a central feature of the next process to guide subsequent *Water*

*Plan Updates*, a role DWR had performed with little formal input from other State agencies in the past. The Steering Committee collaborates to develop a more comprehensive Water Plan Update that strategically integrates California's water supply, water use efficiency, water quality, and environmental stewardship, as well as respective agency missions and goals.

**Membership:**

Executive Sponsor: Lester Snow, Department of Water Resources (DWR)

Steering Committee Chair: Mark Cowin, DWR

Steering Committee Members:

<u>Agency:</u>	<u>Representative:</u>
• Boating & Waterways	Rudy Oienza
• Business, Transportation & Housing	Jim Bourgart
• Cal/Environmental Protection Agency	Cindy Tuck
• CALFED Bay-Delta Program	Leo Winternitz
• California Energy Commission	Lorraine White
• California Public Utilities Commission	Kevin Coughlan
• Conservation	Jeannie Blakeslee
• Fish & Game	Carl Wilcox
• Food & Agriculture	Steve Shaffer
• Forestry & Fire Protection (CALFIRE)	Chris Keithley
• Health Services	Rufus Howell
• Native American Heritage Commission	Debbie Pilas-Treadway
• Parks & Recreation	Stuart Hong
• Office of Planning & Research	Terry Roberts
• State Lands Commission	Marina Brand
• State Water Resources Control Board	Darrin Polhemus
• Water Resources	Mark Cowin

Program Manager: Kamyar Guivetchi, DWR

Project Manager: Paul Dabbs, DWR

Facilitation Team: Lisa Beutler, David Sumi (Center for Collaborative Policy, Sacramento State - CCP)

Key Project Staff: The Project Team consists of inter-disciplinary staffs from DWR's Statewide Water Planning and four District offices, and staffs from other DWR divisions and State agencies as needed. The Project Team includes a Facilitation Team to manage the public process and help interaction among the different groups.

**Membership Requirements:**

Committee members need sufficient authority to represent their agency and allocate staff and resources to Water Plan activities as appropriate. Attendance is important to the continuity of the group.

## **Substitutes:**

Substitutes may be permitted on a case by case basis in consultation with the Chair, Project Manager and facilitator. In general members should make every attempt to attend in person.

## **State Agency Roles and Responsibilities:**

- **Project Team** comprises DWR and other State agency staffs working on the Water Plan Update. It is an interdisciplinary team that draws upon the wide range of scientific, technical, and administrative skills within DWR and partnering State agencies. The role of the team is to bring well considered staff work and recommendations forward to the advisory bodies.
- **Work Teams** consist of topic-specific subject matter experts from DWR and other State agencies, including their district/regional offices, as well as facilitators. Work Team Leads will convene as a group on a regular basis to plan and manage specific work assignments and/or conduct intense work on single subjects.
- **Regional Leads** are liaisons from district/regional offices of DWR and other State agencies with the various regional efforts. The Regional Leads will compile information on regional water issues and planning needs for the Water Plan's Regional Reports.
- **Facilitation Team** provides neutral, third party leadership to the dialogue process as well as meeting management. Overall management of the facilitation team will be provided by CCP.
- **Communications Team** consists of PIO staff from member agencies to use multiple mailing lists and communications methods to advise the public of water plan information important to the constituents.
- **Leadership** – The Steering Committee is part of the Water Plan leadership. Leadership responsibilities include facilitating agency participation in the Project Team, Work Teams, Communication Team, and Regional Leads, serving as active participants in the Advisory Committee and Plenary process, and provide active leadership for the Regional and State Water Analysis Network processes. Additional activities involving the Advisory Committee and other bodies include thoughtful listening to stakeholder issues and ideas, serving as presenters for appropriate topics, and participating in various discussions at the stakeholder meetings.

## **Other Related Project Roles:**

- **Federal Coordination and Tribal Consultation** involves the Water Plan Steering Committee seeking policy input from federal agencies and tribal governments. The Steering Committee will consult with federal agencies & tribal governments about the Water Plan Update and convey their input to the Advisory Committee
- The **Advisory Committee** is comprised of a cross-section of diverse stakeholders. It is a consensus-seeking group of statewide organizations to represent communities of interest.
- The **Regional Forum and Workshops** will encourage regionally-based water collaboratives to work closely with the Steering Committee and Advisory Committee

on Integrated Regional Water Management initiatives. DWR will conduct numerous regional workshops to inform the Water Plan Update about communities of place and their regional water issues and management strategies. Annually, regional collaboratives will be invited to a Regional Forum to discuss regional issues having statewide impacts, “place-based” water issues such as data availability, lessons learned, and best management practices.

- **A Regional Design Team** composed of key representatives from numerous regions will advise DWR and the Steering Committee on the most effective methods to interact in designing the overall regional approach, potential hosts for regional gatherings, particularly relevant content to share with the regions and other related matters.
- **Statewide Water Analysis Network (SWAN)** will review and recommend analytical tools, data, and information exchange methods needed for the next Water Plan Update to evaluate future scenarios, current agricultural and urban water uses and supplies, climate change impacts and responses, energy-water relationships, environmental water concepts and needs, future supplies and demands, and statewide water data needs and assumptions.
- **Extended Review Forum** provides the opportunity for people to follow the Water Plan process without direct involvement in work activities. Extended Review Forum members will receive regular information updates and public meeting notices from DWR.
- **Alumni** are members of the Water Plan 2005 Advisory Committee. The Alumni may receive occasional briefings and some focused outreach.
- **Public Outreach** will be achieved by using a variety of communication means and involving all those participating in the Water Plan process. Within the multi-disciplinary Project Team, the Communications Planning Work Team will develop and implement a communications plan and tools. Information will be made available on the Water Plan Web Portal, at publicly noticed meetings and workshops, and through e-mail announcements.

#### **Amendments:**

The Committee may amend the charter in consultation with the Chair and Sponsors.

#### **Standing Ground Rules:**

- **Use Common Conversational Courtesy**  
Don't interrupt; use appropriate language, no third party discussions, etc.
- **Humor Is Welcome and Important, but** humor should never be at someone else's expense.
- **All Ideas and Points Have Value**  
You may hear something you do not agree with. Please remember that the purpose of the forum is to share ideas. All ideas have value in this setting. You are not required to defend or promote your perspective, but you are asked to share

it. If you believe another approach is better, offer it as a constructive alternative. Be cautious of ascribing motives to others.

- **50-Mile Rule**

Most of the participants have demanding responsibilities outside of the meeting room. We ask for your attention during the full meeting. Please turn cell phones, or any other communication item with an on/off switch to “silent.” Ask those who would contact you to use the “50 mile rule.” That is, if you didn’t have a cell phone or pager, would they drive 50 miles to come get you in person? If you do not believe you will be able to participate fully, please discuss your situation with one of the facilitators.

- **Be Comfortable**

Please help yourself to refreshments or take personal breaks. If you have other needs please let a facilitator know.

- **Spelling Doesn’t Count**

Recent research indicates that writing on a vertical surface (like blackboards or flipcharts) actually increases the number of spelling errors.

- **Honor Time**

We have an ambitious agenda, in order to meet our goals it will be important to follow the time guidelines given by the facilitator.

## **Decision Making**

The Steering Committee will operate as a consensus seeking body that provides advice to the project sponsors. In the event consensus is not reached on any particular topic, the range of perspectives will be recorded and forwarded to the project sponsors for resolution. Final resolution of issues may involve additional interagency consultations.

## **Communications**

- **Confidentiality**

Unfinished business is not public business. Outcomes and deliberations of the SC meetings are staff working products. Release of products from the group to those outside of it will be treated as such unless specifically agreed to by the group. For example, members may wish to consult with staff on key issues. This is a working staff consultation. At other times, members may wish to discuss topics of the group in broader public forums. The work of the Steering Committee should not be the subject of a public forum unless the SC agrees to it. However, an individual agency may consult with the broader public on any subject it finds appropriate. The restriction is to not refer to the presentation as an SC product unless the full SC has affirmed.

▪ **Public Website**

DWR will maintain a Steering Committee (SC) webpage accessible to the public. The webpage will contain the name and agency of the members, the SC charter, and SC products for public use (e.g., “press release”).

**Project Time-Frame:**

General Timelines

Water Plan reports are mandated by the Water Code every five years:

- December 2007 – Release the Assumptions & Estimates Report for public review
- December 2008 – Release the Public Review Draft of the next Water Plan Update
- December 2009 – Release Final Water Plan Update 2009 after holding public comment workshops and incorporating changes

The Water Code currently requires completing Final Water Plan Updates every five years in years ending in 3 and 8. However, because the last update was completed in 2005, the proposed completion dates are one year later than the Water Code due dates. Even so, the Public Review Draft (a substantial report including draft policy recommendations) will be available to the Legislature and public by the end of 2008 (the currently mandated due date); and the Final Water Plan Update will be released by the end of 2009, only four years after Update 2005. And by keeping the subsequent update cycle to four years, the ensuing Final Water Plan will be released in 2013 as required.

**Meeting Schedule:**

The SC will be meeting in either the SC format or with another group (the Advisory Committee, a Regional Forum or a Plenary Session) approximately once a month and occasional more often if needed. In general, SC meetings will be half day although initial meetings are slightly longer. Advisory and Plenary meetings will generally be full day.

**2007 Steering Committee Meetings**

- |                 |                     |
|-----------------|---------------------|
| ▪ March 1, 2007 | ▪ August 9, 2007    |
| ▪ April 5, 2007 | ▪ September 6, 2007 |
| ▪ May 10, 2007  | ▪ October 12, 2007  |
| ▪ June 15, 2007 | ▪ November 8, 2007  |
| ▪ July 12, 2007 | ▪ December 4, 2007  |

Meeting Schedule California Water Plan Update 2009												
	2007											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Steering Committee			SC	SC			SC		SC	SC	SC	
Steering Committee Briefing (Prep for AC)					SCB			SCB				
Advisory Committee						AC		AC				AC
Regional Workshops (8-9 locations over 2 months)						RW	RW	RW				
Regional Forum (Multi Region Gathering)									RF			
As needed - facilitated AC/SC Topic Workshops								W	W	W	W	W
Plenary										P		
	2008											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Steering Committee Meeting	SC	SC		SC	SC			SC		SC	SC	
Steering Committee Briefing (Prep for AC)			SCB			SCB			SCB			
Advisory Committee Meeting			AC						AC			AC
Regional Workshops (8-9 locations over 2 months)	RW	RW										
Regional Forum (Multi Region Gathering)					RF							
As needed - facilitated AC/SC topic meetings	W	W	W	W								
Plenary						P						
	2009											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Steering Committee Meeting	SC	SC		SC	SC			SC	SC	SC	SC	
Steering Committee Briefing (Prep for AC)			SCB				SCB					
Advisory Committee Meeting			AC				AC			AC		
Regional Workshops (8-9 locations over 2 months)				RW	RW							
Regional Forum (Multi Region Gathering)								RF				
Public Comment Workshops			PCW	PCW	PCW							
Plenary									P			P